

Clean-up Campaign

IDEAS FOR DEEPER CLEANING UP

Here are some standard record keeping practices that might give you an idea for some really deep and penetrating file cleaning.

1. Follow the example of some 180 other offices.
Standardize your files according to the Subject Numeric System as set forth in the official "Handbook for Subject Filing."
Your Records Officer or Records Management Staff will help you in making the changeover.
2. Start a new block of files every year.
This will facilitate the periodic retirement of your records.
3. Review and up date your Records Control Schedule.
This Schedule can inform your staff about the "What, When, Where, and How" of records disposition for your office. They can act on its instructions automatically and accurately.
4. Install controls over the creation of your records.
 - a. Review your distribution lists
 - b. Study your office's use of forms and reports
 - c. Check your existing correspondence techniques
 - d. Verify need for number of memos and carbon copies madeSeveral specific ways to improve correspondence, forms, and reports to save file and office space are listed in the booklet "So You Have a Space Problem." (Volume I, Management Tools)
5. You may use old 4-drawer filing cabinets for office supply storage. Substituting these old files for the large, standard, 2 door supply cabinet can save considerable floor space and still provide a neat, compact and controllable storage without any added equipment cost.

A FINAL WORD

~~To make a long story short,~~ most files are

TEMPORARY

So check your files for such obsolete or unneeded material as

INSTRUCTIONS

Regulations
Notices
Handbooks
Bulletins
Manuals
Guides
Announcements
Circulars
Newsletters
Directories
Plans
Specifications

REFERENCES

Library Books
Dictionaries
Digests
Phone Books
Periodicals
Newspapers
Publications
Catalogues
Almanacs
Maps
Info. Copies

CONTROLS

Receipts
Logs
Diaries
Requisitions
Schedules
Activity Reports
Reading Files
Working Papers
Assignments
Estimates
Statistics
Surveys
Training
Appointments
Representatives

PROCEDURES

Name Lists
Mailing Lists
Requirement Lists
Price Lists
Timetables
Committees
Panels & Boards
Meetings
Signs
Petitions
Resolutions
Speeches
Orientation
Drills
Criticism
Citation
Systems